



MAR 8 1964

MEMORANDUM FOR : Director of Security

SUBJECT : Requisitions for Personnel

1. In order for the Office of Personnel to satisfy most effectively your personnel needs, it is extremely important that careful attention be given to the origination of personnel requisitions in your office. Your attention is invited to this basic prerequisite of effective personnel procurement and placement in hopes that the quality and exposition of personnel requisitions may be improved substantially.
2. The position for which a personnel requisition is submitted should be described in detail sufficient to enable procurement and placement officers to recommend candidates with confidence that all the various special conditions of employment have been duly considered. In describing the qualifications and experience required of the individual who is to fill a given position, care should be taken to spell out in terms of the layman precisely what is needed. In this regard the citing of specific individuals as either exemplary or possible candidates may be quite helpful and is always welcome. Brevity should not be permitted to compromise the personnel requisition; those who are called upon to act for your office in the selection and recommendation of candidates will be most grateful to receive all pertinent data concerning the position and optimum personal qualifications desired.
3. Not only should the personnel requisition be explicit, it must be current. Any functional or organizational changes affecting an existing personnel requisition may call for a re-issue of the Standard Form 52. Failure to re-issue personnel requisitions in keeping with new or altered requirements may nullify completely our efforts to assist you, and, at the same time, use of inaccurate requisitions by field recruitment personnel may result in the alienation of excellent employment prospects and sources. Immediate notification to the Office of Personnel regarding internal changes affecting personnel requisitions will be greatly appreciated.

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4. A close watch is being maintained concerning the period of time which a personnel requisition remains unfulfilled. If a requisition is not fulfilled within a reasonable period of time, your office will be contacted for the purpose of reviewing the requisition in the light of the existing labor market and considering possible modifications and/or substitution of requirements.

5. This Office is determined to render the best possible service in fulfilling your personnel needs. Your cooperation is earnestly solicited. Any advice or suggestions which you may wish to give concerning these matters will be gratefully received.

SIGNED

Harrison G. Reynolds  
Assistant Director for Personnel

OP:PPD/JAC Jr:AMc (5 March 54)

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